

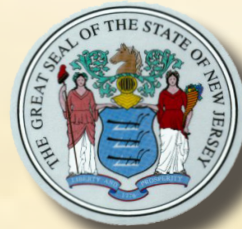
# ***History Grants 2014 - 2015***

***Guidelines & Instructions  
for the grant cycle***

***July 15, 2014 through June 15, 2015***

***Middlesex County  
Cultural & Heritage Commission***

***Middlesex County  
Board of Chosen Freeholders***



**Grants are due on or before  
Midnight Friday  
June 20, 2014**

**go to our website  
click on *History Grant Forms***

***FOLLOW NEW DIRECTIONS***

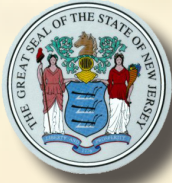
**<http://co.middlesex.nj.us/culturalheritage>**

***2014 is the 350<sup>th</sup> anniversary of the founding of New Jersey***

## What Grants Are Available?

### **Project or Staff Grants or Technical Assistance may be requested by**

- historical societies
- historical commissions
- preservation groups
- historic sites
- cemetery or preservation groups
- cultural groups that meet our history criteria
- museums



### **Project Grants may be requested ONLY by**

- libraries
- human relations groups
- community organizations
- arts commissions
- celebratory commissions
- civic groups
- departments of parks/recreation
- other municipal groups
- other cultural groups

**You may apply for one grant ONLY.** Review eligibility and choose either the Project/Technical Assistance Grants OR Staffing Grants. You **MUST** comply with the ADA (Americans with Disabilities Act). Please call if you desire information on ADA. See Matching Funds page.

**All Applicants MUST go to our Website  
Click on History Grant Forms and  
Follow NEW Instructions**

**Typos Count Against You! Proofread your Grant**

## Purpose

### **Grants may be requested for**

- ✓ programs relating to the history of New Jersey and its peoples
- ✓ staffing needs
- ✓ technical needs
- ✓ publications, research

**We DO NOT provide grants to individuals, for any purpose.**

Braille & Large Type copies of this Booklet are available.

### **Voice to Print**

Persons with disabilities or for whom English is a second language, may request voice-to-print services, whereby staff will complete the form based on your voice instructions.

During the Grant period, **MCCHC will conduct an on-site visit.** When your grant concludes, you will be asked to submit a **Final Report and document cash expenditures** equal to the grant and your match.



### **Technical Assistance**

Some groups require assistance to strengthen their infrastructure or management - board development, membership drive, conservation of images or documents - something that will NOT result in a public program. We can help! Applicants should use the Project Grant

Forms and follow the instructions for Technical Assistance. See Technical Assistance information in this booklet.

**You may apply for ONE GRANT, so read through the choices and decide which grant is best for you.**

## Matching Funds

Grants are not intended to underwrite an entire project, the **costs should be shared**. Therefore, your organization is required to spend **its OWN money on the funded project**. This is called your **CASH MATCH** and will be considered when evaluating your grant.

### Project Applicants

- Organizations with an **annual budget of \$5,000 or less**, should provide a **Cash Match equal to 25% of the grant amount**. The balance is InKind. See the InKind booklet for help.
- Groups with **budgets of \$5,001 or more**, must provide a **Cash Match equal to 50% or more of the grant amount**, again, the rest is InKind. See InKind booklet for help with values.

**Staffing Grants** - no matter the size of the organization - require **ONLY a 25% MATCH**

### Double Grants?

What if your organization already receives arts funding or is intending to apply for arts funding from the Commission? Your group may **apply for and receive BOTH arts and history grants**, in the same year or funding cycle. However, you cannot receive arts and history money for the **same project or any two components of the same project**.

**Out of County?** We will **NOT** fund a group that is based in **another county**, even when the project takes place in Middlesex County. We also will **NOT** fund a group located in our County, when their proposed project takes place outside of Middlesex County. Lastly, if you apply to another county for funding, that's fine, BUT we will **NOT** fund you. No exceptions.

**If a Question Arises?** It must be clear to us **that all - or nearly all - of your functions take place in Middlesex** and are for Middlesex residents. We will audit 3 years of your programming to determine audiences and locations.

## Requirements for ALL Applicants

Groups **MUST** be based in Middlesex County, and incorporated as a not-for-profit OR established as a municipal commission OR established as a project of a governmental entity. Municipal governments may also apply. All applicants are encouraged to read page one – **What Grants Are Available** – before proceeding.

### Applicable Law

Grantees **MUST** abide by all applicable state and federal laws, and will be required to agree to same in their grantee contract. Grantees shall maintain good standing with all state and federal filings, as required by non-profit law.

### Liability

Middlesex County and the Middlesex County Cultural and Heritage Commission shall not be held liable for work it has funded that is plagiarized or fraudulent or which contains inaccurate historical content. Middlesex County and its staff shall not be held liable for safety, security or comfort of persons participating in funded events. An award of a grant does not constitute the endorsement of the final product by Middlesex County Cultural & Heritage Commission. Grantees and their boards shall be held liable for any and all of the aforementioned and **MUST carry proper insurance that names the County of Middlesex as “also insured.”**

### ADA

**Please note that historic sites are NOT exempt from ADA compliance. All grantees must be ADA compliant.**

### Evaluation

An **on-site evaluation** will be conducted for each of our grant recipients, by a member of our staff, our board of Commissioners or by an evaluator hired for this purpose, assessing quality, public response and ADA compliance.

All applicants will be **notified by mail** as to the status of their funding request. Groups awarded funding will receive a contract and compliance documents. **Final Reports** will be required. If you are declined, you may appeal and instructions will be in the letter to your group.



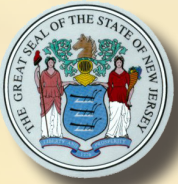
## PROJECT GRANT

### Request between \$1,000 & \$2,500

A Project has a specific start and end date – rarely will it extend for 12 months. A Project is narrowly focused, with a definitive goal or theme. A Project happens once, although an annual event is acceptable, such as a festival or founders' day event or annual Fourth of July lecture. A Project may be a series of lectures or presentations, if this series is integrated by a narrow theme.

**Projects** *serve a public or student audience and must be in accordance with Title III of the Americans with Disabilities Act (ADA)*

We are looking for Projects that increase access to New Jersey history, expand upon the knowledge of New Jersey history or improve management of local history groups.



*State Seal here and on other pages is in honor of the 350th anniversary of the founding of New Jersey*

### We are particularly interested in Projects that

- *represent non-traditional collaborations*
- *newly interpret local history to include women and/or diverse populations*
- *serve culturally diverse populations*
- *serve constituents that are disabled or considered underserved population segments*
- *present New Jersey history through innovative projects and approaches*
- *engage young people in the process of historic interpretation or critical thinking*

### See Matching Requirements

## We Will Pay For

- ☒ *honoraria to historians, researchers, consultants, speakers, guest curators*
- ☒ *photo reproduction of images for exhibition or display*
- ☒ *costs to mount an exhibition*
- ☒ *development and printing of promotional materials to advertise your event, ads placed in local press*
- ☒ *supplies when directly related to your project*
- ☒ *supplies for conservation (historic artifact or documents)*
- ☒ *postage, telephone, when directly related to your project*
- ☒ *graphic design costs for an historical publication, an educational brochure or monograph, or a brochure/poster to promote your project*
- ☒ *research toward a publication or public program that you **clearly** describe in the grant application*
- ☒ *travel for speakers, **in-state only**, when the costs are reasonable, don't forget your grant is from public dollars*

## We will NOT X pay for

- ☒ *re-enactors or actors for historic re-enactments*
- ☒ *work or time of your board members, even when they are speakers, docents, contributors to a publication, curators or for any other service*
- ☒ *equipment or items with a life of 3 years or more*
- ☒ *supplies for everyday activities of your group*
- ☒ *maintenance, restoration or renovations*
- ☒ *deficits or losses from other events or projects*
- ☒ *research when there is not an obvious public benefit*
- ☒ *scholarships, prizes, awards of any kind*
- ☒ *purchase of historic artifacts or replicas*
- ☒ *food, refreshments or other hospitality costs*
- ☒ *any project or part of a project that is already completed*

## **STAFFING GRANTS**

### **Request between \$1,000 and \$2,500**

#### **Which groups are eligible to apply?**

*non-profit history museums  
historic sites  
historical societies  
preservation groups  
cemetery preservation organizations  
local historical commissions*

Funded staff must **work SOLELY for the purpose of history or preservation**. Minor expenses relating to the staff activities may be charged to the staffing grant.

#### **Functions eligible in this category**

<b>director</b>	<b>history educator</b>
<b>publicist</b>	<b>volunteer coordinator</b>
<b>docents</b>	<b>membership coordinator</b>
<b>curator</b>	<b>coordinator of public events</b>

#### **Activities may include**

- management of the organization
- financial duties
- press and media responsibilities
- development of brochures, public relations
- tour guide functions
- long range or project based planning
- report writing
- conservation of documents or artifacts
- registrar duties
- or a combination of the above

#### **See Matching Requirements**

**Application Form will instruct you further as to what is needed, for instance, list of job duties, name of supervisor**

## **Part Time or Full Time Staff**

**ONE POSITION per applicant.** The exception to this rule relates to docents or tour guides. Here you may hire more than one person to perform these functions over the course of one year, but only so long as the grant results in **added hours of public access to your site**. Special circumstances may be discussed with the Director of History Services.

#### **We are especially interested in Staffing Grants that**

- ☒ *increase the hours of operation of your historic site*
- ☒ *enhance your ability to educate the public about New Jersey and improve access to New Jersey history*
- ☒ *result in efforts to increase your audience and in particular an audience from diverse communities*
- ☒ *hire minority staff or persons who are disabled*
- ☒ *employ the highest quality historians, humanists, archaeologists, preservationists, archivists and librarians for staffing duties*

#### **We WILL NOT X Pay for**

- ☒ *coordinators of fundraising events*
- ☒ *artists or graphic artists*
- ☒ *consultants as these are not staff (if this is your need, go to Tech Assistance or project grants and apply there)*
- ☒ *board members, even if they perform staff functions*
- ☒ *equipment of any kind*
- ☒ *food or refreshments*
- ☒ *travel expenses, conferences, meetings*
- ☒ *students as "staff" with the exception of docent services when the person to be hired is over 18 years of age*

**Under no conditions  
may you hire minors with grant money**

**See Matching Requirements**



## **Technical Assistance Grants**

**Request \$1,000 to \$2,500**

**Use Project Grant Application Forms to do so**

Technical Assistance funding is available for groups that wish to strengthen their management skills, improve board function, undertake long range planning with a consultant, or to conserve documents or artifacts. It is suggested that you speak with the Director of History Services to discuss the application. Funding will underwrite such needs as a **planning consultant, archival boxes, acid free storage items and acid free papers** or the **hiring of a conservator** to help preserve an item and more.

If you are dealing with collection issues, the Commission may recommend a professional assessment of the collection and care needs, through a free service called **CAPES**. Once this evaluation is made and recommendations for preservation are known, the grant funding can be used to follow through on the CAPES conservation plan. If you are interested in CAPES, please call the Commission.

### **Credits - Remember to Acknowledge the Funding!**

In **ALL media announcements and printed materials** such as websites, newsletters, brochures, posters, invitations, monographs, books, press releases, flyers, podcasts, video, TV whether broadcast or cable, radio PSAs - you **MUST CREDIT the Middlesex County Cultural and Heritage Commission, the Middlesex County Board of Chosen Freeholders and the New Jersey Historical Commission, a division of the Department of State**. Local and state officials have supported your efforts - please recognize their assistance with proper credits, as seen below and **NO smaller than 10 point type!**

*Grant Funding has been provided by*

*Middlesex County Cultural & Heritage Commission*

*Middlesex County Board of Chosen Freeholders*

*through a grant provided by*

*New Jersey Historical Commission,*

*a division of the Dept. of State*

## **Examples of Projects We Have Funded**

**Original research** for and preparation of **nominations to the National or New Jersey Registers of Historic Places** or research in connection with historic preservation projects

**Oral history** – documenting the experiences of veterans, new immigrants and voices of people previously not heard (women and diverse communities) and the costs for the transcription of these oral histories so that the public has access to them

**Publications** – research to prepare, writing, editing, printing

**Educational Initiatives**, such as MINI Grants. Call for information.

**Public Programming**, such as lectures on local or NJ history, exhibitions of NJ or local history, symposia

**Educational components** of commemorative events, or anniversaries of historical events (remember, no re-enactments of any kind, no plays, no encampments)

**Research tools** – indexes, cemetery locators, collective regional resources, publicly accessible databases that are made available and easily used by the wider historical community

**Digital Media**, such as CD-ROMs, DVDs, websites or other digitization projects of historic records. All projects must have educational and/or research value of the highest quality.

**Conservation/Preservation of historical materials**, such as manuscripts, books, maps, clothing, furniture, photographs, film and video, and other visuals of historic importance. And, archival materials to conserve documents or images.

*Middlesex County Cultural & Heritage Commission*

*703 Jersey Avenue, New Brunswick, NJ 08901-3605*

*(voice) 732.745.4489*

*For persons with hearing disabilities (TTY) 732.745.3888*

*Isha Vyas, Director of History Services*

# ***How To Submit a Grant***

## **All grants are submitted Electronically VIA the INTERNET (no exceptions)**

The LAST PAGE of the application contains a SUBMIT button that you will click **only once**. It will open your Internet connection and transmit your grant to the Commission and into our database. You will receive a message that tells you we have received your grant.

**PRINT just ONE (1) original** of your grant, for **your** files, removing the **SIGNATURE PAGE**. This page **MUST be signed** by your board president or chair or the treasurer. Municipal groups will obtain the signature of the mayor, business administrator or financial manager of the township or president of the town council.

### **I. Grant Applications are due on or before *Midnight Friday June 20<sup>th</sup> 2014***

### **II. Appropriately *Signed* Signature Page is Due Three (3) business days later (postmarked) on or before Wednesday June 25<sup>th</sup> 2014**

### **III. NEW - ALL supporting documents and brochures MUST be submitted electronically as PDFs**

***We strongly urge that you begin to have the PDFs made  
NOW as they are due with the application. These include:***

1. resume or bio of EACH KEY PERSON working on the grant, paid or volunteer, and Bio of EACH PERSON to be hired
2. brochures, posters, programs, monographs, excerpts for books in progress, and other materials that illustrate the SCOPE and EXCELLENCE of the work you do. Submit up to 5 different pieces, but each as a PDF
3. If you did not apply for a history grant in the last 3 years, you must also mail
  - a) copy of Articles of Incorporation
  - b) proof of Federal Tax Exempt Status (usually an IRS letter)
  - c) document showing Charities Registration Number  
(local governments are exempt from mailing a,b,c)